

Board Meeting Minutes
Wednesday 20th June 2012 1930hrs
ScotSAC HQ, Edinburgh



Board Members Present

Iain Graham (Chairman), Jim Anderson (Treasurer), Gordon Young (National Diving Officer), Edna Ewan (Director), Andrew MacRae (Director).

Also present:
Kate Jenkins.

Apologies:

Sandy McPherson (Secretary), Jack Morrison (Director of Communications),

Conflicts of Interest

- No conflicts of interest were declared by the Board members present.

Previous Minutes

The minutes of the previous Board meeting on 12th May 2012 were reviewed. Proposed by Gordon Young and seconded by Andrew MacRae subject to emendation.

Review of Actions

- There are currently 5 ScotSAC Branches with lapsed BDO's. ScotSAC should be communicating with the Branches more positively to ensure that this is not happening. Kate Jenkins will update the office procedures to reflect this item.
- Every Incident Report received by ScotSAC is to be sent to Perkins Slade (Insurers). They will analyse the reports for potential claims.

Chairman's Report

- Iain Graham received an e-mail from Claire Peddie (BSAC Chair) regarding a Marine Licensing Consultation. Iain will circulate the e-mail to the Board along with the BSAC response to see if there is any other information that should be added.

Secretary's report

- In Sandy McPherson's absence there was nothing to report.
- Congratulations were given to Sandy and his wife on the birth of their second child.

NDO's Report

- Alastair McCulloch (NDC member) has updated all documents for the new Training Schedule.
- All criteria for the First Class Award have been completed.
- Quotes for the new Training Schedule documents/folders have been obtained.
- Gordon Young will collate this information and circulate to the Board as one package.
- A strategy for implementation is needed before any information is presented to the membership. Instructors will need support as to how to apply the changes. It was suggested that open meetings be held to demonstrate the new material and structure, and that information packs be given to all ScotSAC Instructors. Due to the timescales involved, it will not be possible to ratify the new documents at the 2012 AGM. Instead, the Board would like to update the membership at this AGM, and have the documents proposed to be ratified at the AGM in 2013. However, the First Class Award is complete, and will be able to be ratified at this year's AGM.
- The last Nitrox course was postponed again due to lack of interest. It was noted that it is disappointing to see little enthusiasm for a course that ScotSAC has invested in. A regular advert is to be put into Scottish Diver Magazine in an attempt to promote the course.
- A Branch Instructor course is to be held on Sunday 24th June.
- A Deep Diving course is being planned to be held at ScotSAC HQ in August. A minimum of 6 and a maximum of 12 is required.

- The NDC discussed the Instructor Rescue Refresher procedure. It was thought that as part of the BI course, a rescue to the appropriate level (Sport Diver/Master Diver) should be assessed. Candidates currently have to complete 2 assessments with a trainee, and this rescue will replace one of these assessments. The expiry date will be 3 years after the date of the Rescue Refresher performed as a part of the BI assessment. The Board were happy with this information and agreed to implement the procedure with immediate effect.
- No Incident Reports were received.

Treasurer's Report

- An online payment system is still being worked on, as is the online Banking. Forms have been received from Clydesdale Bank, and were completed and returned to them.
- Membership numbers are currently less than 1100, which shows a continued decline.
- The draft 2011 Annual Accounts have been received, and show a loss of £6,700. This figure is a greater loss than the £2,300 shown in 2010. This loss can be solely attributed to the decline in membership figures, as there is a significant decline in income from this sector. However, operational costs have decreased, but not significantly enough to compensate for the reduction in membership income. Careful decisions will need to be made as to the best way forward for the Organisation and our Members.
- It is hoped that the new Training Schedule will help to improve our membership numbers.
- Iain Graham proposed that the top 4 Branches with the highest proportional loss be contacted to offer support.
- Jim Anderson attended a recent Voluntary Marine Reserve (VMR) meeting at Eyemouth. The new VMR constitution was approved at this meeting and he was happy to offer our continued support. Any items that need decisions will be circulated by Jim via e-mail.

Director of Communications' Report

- In Jack Morrison's absence there was little to report.
- Edna Ewan is working on the Development Plan, and will try to meet with our sportscotland Partnership Manager to discuss it.

AOB

- A complaint has been received at ScotSAC HQ regarding the recent Magazine Editorial. The Board will respond.
- After the decision was made to include Depth Limits on the Membership Cards, Iain Graham will respond to the member who suggested it.
- Gordon Young enquired about the old ScotSAC logbooks, and whether or not they will still be available after the introduction of the new Training Schedule. It is thought that small numbers can be ordered if there is sufficient demand, and if it is cost effective.
- The ScotSAC Facebook page is up and running. Kate Jenkins will circulate a draft Social Media Policy and Strategy.
- Iain Graham was wished a Very Happy Birthday!

Meeting Closed at 21.30hrs

Next meeting was set at Wednesday 22nd August 1930hrs at ScotSAC HQ.